CalSTRS
JOB OPPORTUNITY
LOCATION: SANTA CLARA COUNTY OFFICE OF EDUCATION
1290 RIDDER PARK DRIVE - SAN JOSE CA, 95131

CalSTRS is a equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, Age, religious or political affiliation, or sexual orientation. Reasonable accommodations available upon request.

August 11, 2000

POSITION:	**SENIOR PENSION PROGRAM REPRESENTATIVE**
SALARY/MAX:	**$2,525 – $3,070**
TENURE:	**PERMANENT – FULL TIME**
FINAL FILING DATE:	**AUGUST 25, 2000 or UNTIL FILLED**

All interested applicants must submit a standard state application (STD. 678) to:

STATE TEACHERS' RETIREMENT SYSTEM
7667 FOLSOM BLVD, MS-80,
SACRAMENTO, CA 95826

CONTACT: **DOLORES CAREY (916) 229-4236**

DUTIES:
Under the general supervision of the Pension Program Manager I this position requires:
- **Scheduling interview appointments for staff and scheduling presenters for workshops;**
- **Responds to telephone requests from counselors requiring research, using on-line system and microfiche data;**
- **Uses spreadsheet software to develop budget reports;**
- **Provides estimates to members who come into the office;**
- **Provides clerical support to staff;**
- **Assists staff in negotiation and interpretation of contracts and billing reimbursements;**
- **Assists with training presenters to facilitate delivery of presentations;**
- **Directs mail out for workshops; Assists in developing workshop surveys; Assists Sacramento office with registration process.**

ESSENTIAL SKILLS AND COMPETENCIES:
- **Willingness/ability to relocate to the Bay Area or commute;**
- **Ability to work independently, and as a team member;**
- **Self starter, motivated, and organized;**
- **Strong writing and interpersonal skills;**
- **Personable and tactful in dealing with varying circumstances and individuals;**
- **Familiarity with PC applications i.e. Word, Excel, D-Base;**
- **Familiar with microfiche;**
- **Willingness to be creative and take initiative;**
- **Familiar with office techniques.**

IT IS THE RESPONSIBILITY OF INCUMBENT TO RELOCATE OR COMMUTE
SROA/SURPLUS CANDIDATES ARE ENCOURAGED TO APPLY